



LEAD CHANGE AND MAKE AN IMPACT IN CANADA'S BIGGEST CITY



The Toronto Port Authority, doing business as PortsToronto, operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront for all to enjoy.

If you're looking for a great position and a chance to make an impact, PortsToronto has the following full-time, challenging opportunity awaiting you:

SAFETY ADVISOR

POSITION OVERVIEW

The Safety Advisor will play a fundamental role in supporting Health and Safety in ensuring a safe and compliant work environment across the organization. This position will be responsible for assisting in the development, implementation, and continuous improvement of safety programs, policies, and procedures. The Safety Advisor will work closely with management and employees to promote safety awareness, reduce risks, and ensure adherence to safety regulations.

The Safety Advisor is responsible for implementing and maintaining safety programs, assessing potential hazards, and ensuring compliance with health and safety regulations. The Safety Advisor conducts training, audits, and inspections to ensure a safe working environment for employees, contractors and visitors.

General duties and responsibilities include, but are not limited to:

HEALTH AND SAFETY POLICIES AND COMPLIANCE:

- Perform regular safety inspections and audits to identify potential hazards.
- Document and report findings, including recommending corrective actions for identified hazards.

- Investigate workplace accidents and near-misses to identify root causes.
- Prepare detailed reports and propose recommendations to prevent future occurrences.
- Maintain records of accidents, incidents, and safety audits.
- Ensure that the company adheres to all relevant health and safety regulations, including OHS(A)(Occupational Health and Safety Act) requirements and industry-specific standards.
- Provide guidance to management for the implementation of Health and Safety practices to ensure the safety and well-being of all employees.
- Maintain up-to-date knowledge of laws and regulations related to workplace safety.
- Prepare for and support regulatory inspections.
- Assist in the creating and delivering of health and safety training programs, including Learning Management System (LMS) and maintain the LMS.
- Audit the occupational health and safety program, prepare reports, and corrective action plans
- Prepare detailed reports on safety performance, incidents, and compliance for management review.
- Assist with the development of and implementation of new health and safety programs to ensure compliance with federal regulations.
- Support the identification and evaluation of actual and potential risks.
- Continuously seek opportunities for improvement to the Health and Safety program and quickly take steps to implement or adapt the appropriate changes to maintain the Occupational Health and Safety program.
- Assist Business Unit management and JOHSC Members in conducting Incident Investigations and documenting the root and contributory causes and recommendations.
- Coordinate Worker Health and Safety Committee meetings, as required by the Canada Labour Code.
- In partnership with the Worker Representatives Co-Chair, complete the WHSC meeting agenda, record the meeting minutes, set the meeting dates and coordinate invites, and distribute meeting minutes to senior managers and business units.
- Provide back up support for vacancies in the WHSC meetings.
- Support to ensure JOHSC is aware of workplace injuries/near misses and that preventative measures are taken.
- Assist the business units in conducting their monthly workplace inspections.
- Ensure corrective action and recommendations have been recorded, assigned time frames, implemented and followed up on.
- On an ongoing basis, update Job Hazard Analysis, Hazard Identification and Risk Assessments and Physical Demand Analysis.
- Administrate the CCOHS and CANManage Online platforms and ensure SDS are available to all users.
- Maintain records of all emergency evacuations of business units and identify areas for improvement

SKILLS AND QUALIFICATIONS:

- Post-Secondary Education with a Degree or Diploma in Occupational Health and Safety, Health Safety & Environmental Management, Safety Engineering or equivalent.
- Canadian Registered Safety Professional (CRSP) or Certified Health & Safety Consultant (CHSC), or in progress.

- Internal auditor for ISO 45001, or Certificate of Recognition (COR) and/or National Construction Safety Officer (NCSO) Designations are highly preferred
- Three to five (3-5) years direct experience working in an industrial or construction environment providing Health and Safety consultation to a unionized workforce
- Solid knowledge and understanding of the Canada Labour Code Part II, applicable regulations, standards, code and guidelines is required.
- Experience and understanding of WSIA, the OHSA and applicable regulations, CSA Standards is also a necessity
- Familiar with Transport Canada Marine Regulations and Canadian Aviation Regulations National Fire Code and Building Code
- Excellent writing abilities and experience in documenting Policies and Safe Operating Procedures
- Excellent ability to investigate accidents, document findings and make recommendations a requirement
- Proven ability to interpret, evaluate and apply regulations, policies and procedures to a wide variety of work situations.
- Experience in managing WSIB claims and drafting individualized RTW programs
- Experience creating training programs and facilitating them with applicable Adult Learning Principles
- Superior interpersonal skills, able to interact with all levels in a professional, positive manner, able to build trusting relationships and be a team player
- Advanced proficiency with Microsoft Office including Excel and Word, experience with mail merges, creating Excel formulas
- Excellent communication skills, both verbal and written work.
- High level of planning and organizational skill, able to prioritize and meet specific time sensitive deadlines.
- Able to handle sensitive and confidential information in an ethical and professional manner.
- Highly organized, possessing a solid ability to manage projects, plan and follow up.
- Very reliable, resourceful self-starter who takes initiative, able to work independently and within a team environment.
- Able to handle and produce work with a high degree of accuracy and attention to detail.
- Able to multi-task, manage and meet deadlines and adapt easily to change.
- Ability to travel to all locations
- Bilingual in French is considered an asset.

Qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to: careers@portstoronto.com.

In the Subject Line state: **SAFETY ADVISOR**

We thank all applicants for their interest. Only applicants selected for an interview will be contacted.

PortsToronto is an equal opportunity employer.